



Policy Name:	Staff and Volunteer Accessibility Policy		
Section:	System	Effective Date:	February 25, 2021
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Policy Number:	SYS-22	Next Review Date:	October 2028

Purpose

In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, the Library has developed an *Accessibility in the Library Policy* (Policy #SYS-21) which includes the required policies to support accessibility. Related to the *Integrated Accessibility Standards Regulation* of the AODA, the Library will provide a copy of, and familiarize all employees with, the policy.

This policy outlines the specific requirements of accessibility as it relates to Library staff members and volunteers, in the specific areas of their engagement with the Library.

Policy

Recruitment

The Library will provide written notification to employees and the public about the availability of accommodations for persons with disabilities throughout the hiring process, including:

- All employment postings
- All volunteer opportunity postings
- Upon participation in the interview process
- When an offer of employment or volunteer placement is made

When arranging for the provision of accommodations, the Library will consult with the applicants to determine their specific accessibility needs.

Informing Staff of Supports

The Library will inform all employees and volunteers of its policies and procedures used to support employees and volunteers with disabilities, including, but not limited to, the provision of workplace accommodations and the availability of accessible or supported formats for communication. The Library will provide this information to new employees and volunteers during their workplace orientation training.

Individualized Workplace Emergency Response Procedures

Where an employee or volunteer has a disability and makes the Library aware of their need for accommodation, an emergency response procedure will be developed for the employee or volunteer. The procedure will be included as part of the Library’s emergency response for all Library staff members and patrons. The Library’s Emergency Response Procedures will be posted at each service area and program area. This will be done as soon as possible after the Library becomes aware of the need for accommodation, and all necessary information about such a plan will be shared with any person(s) designated as responsible for assisting the employee or volunteer in the event of an emergency.

Workplace Accommodation Procedures

The Library will establish workplace accommodation procedures and a return-to-work process for employees with disabilities in accordance with the *Sick Leave, Ability Management and Accommodation Policy* (SYS-20).

Workplace accommodation procedures will include information about accessible formats and communication supports if they have been requested, the employee's individualized workplace emergency response procedures, where one has been identified, and any other accommodation that is to be provided.

The cost of obtaining medical documentation supporting the development of the accommodation will be borne by the Library.

Performance Management, Career Development and Redeployment

The Library will take into consideration the accessibility needs of employees with disabilities, and all workplace accommodation procedures of its employees with disabilities when providing career development and advancement opportunities, performance management, and when considering redeployment of an employee with a disability.

Details of all accommodations developed in accordance with this policy will reside in the employee's employment file or volunteer's confidential record.